

NEXT-GENERATION JOBS TEAM
American Recovery and Reinvestment Act
EXECUTIVE SUMMARY

Our workforce development system faces the most challenging time in the history of employment and training programs. This historic challenge is our opportunity to provide a meaningful, life changing experience for this generation of youth, as well as provide a mechanism to financially jumpstart our economy while preparing our youth to be work ready and follow viable career paths for emerging jobs as our economy recovers.

The American Recovery and Reinvestment Act (Recovery Act) is providing the funding for activities authorized under the Workforce Investment Act (WIA) of 1998 and the Wagner-Peyser Act needed to meet the needs of Missouri youth. The attached scope of work provides guidance for the delivery of both the 15% and 85% Youth Recovery Act programs, unless a detailed difference is indicated. The following are critical issues addressed in the Division of Workforce Development's **Next-Generation Jobs Team Program**.

- Spend the money quickly but wisely with full accountability and transparency while creating summer employment opportunities for youth, particularly in the summer of 2009.
- The Work Readiness Indicator will be the only countable performance measure for Youth enrolled only in the Summer Work Experience component (May 1 through September 30, 2009) and these youth will not be counted in common measures.
- Youth enrolled in WIA Recovery Act before or after the summer period (May 1 through September 30, 2009) will be counted in common measures performance. DWD has been granted a waiver to allow this summer employment period to extend to March 31, 2010.
- Occupational Information Network (O*NET) Code and Federal Employer Identification Number/North American Industry Classification System (FEIN/NAICS) Crosswalk will be used to track occupations and industries of the work experience component.
- After assessment, youth should be placed in a job that either provides "world of work" experience, exposure to career opportunities, or fields of interest and study.
- Youth should be placed in worksites that can prepare them for jobs in growth occupations, emerging industries, energy efficiency and renewable energy careers.

85% Formula Funds NGJT

- Youth age 14-24 can be served.
- Up to five percent of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth, provided that they meet one or more of the WIA and/or locally defined barrier(s).
- A minimum of 30% expenditure level for out-of-school youth is required.
- After assessment, youth should be placed in a job that either provides "world of work" experience and/or exposure to career opportunities.

15% NGJT Demonstration Pilot

- Youth age 16-24 may be served.
- Income eligibility for the 15% demonstration will not exceed 250% of the poverty level.
- The enrollees will primarily be high school and post secondary students.

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- Identified youth will be placed in work experience positions that correspond with their field of interest, and for post-secondary/college students, with their field of study.
- Placements must be in growth occupations, emerging industries, or community service related jobs. This can include "green jobs", utilities or alternative energy, renewable energy or energy efficiency, healthcare and life sciences, etc.

Overview

Under the leadership of Governor Jay Nixon, Missouri is implementing a statewide Next-Generation Jobs Team (NGJT) program designed to provide eligible youth with employment opportunities. There will be two youth programs administered by the Division of Workforce Development (DWD), and funded through the American Recovery and Reinvestment Act (the Recovery Act). NGJT 15% WIA allocation will target 16-24 year old high school and college students and provide these youth an opportunity for exposure to a possible career of interest and/or field of study. NGJT 85% WIA allocation will target ages 14-24 in- and out-of-school youth. Both programs will be implemented through the fourteen Local Workforce Investment Boards (WIBs) who will contract with local service providers to operate the program or operate it themselves. The service providers will coordinate with local schools, community organizations and other partners to engage youth and businesses to successfully implement the NGJT.

The 15% WIA allocation, by law is allocated and expended as "Governor's Discretionary Funds." Governor Nixon has made 15% funds available to Missouri's fourteen Workforce Investment Boards (WIBs) with a clear vision of a robust initiative which focuses on 21st Century jobs that will be a crucial component in his overall strategy to nourish our economy back to health. By signing this contract and accepting these funds, the WIB appointing authority; the WIB Director, members, and staff; as well as current and future contracted service providers agree to commit 100% of these financial resources and organizational efforts to Governor Nixon's Next-Generation Jobs Team Program as prescribed in this contract scope of work. Absent a total commitment to Governor Nixon's vision of creating and providing work experience for 21st Century jobs, this contract should not be signed and the funds will be re-allocated to WIBs who have agreed to commit to this vision.

The Congressional explanatory statement for the Recovery Act states that "the conferees are particularly interested in these funds being used to create summer employment opportunities for youth." The Employment and Training Administration strongly encourages regions to use a significant portion of these funds to operate expanded summer youth employment opportunities during the Summer of 2009 (May 1, 2009 to September 30, 2009), and to provide as many youth as possible with summer employment, while still ensuring that these opportunities and work experiences are of high quality. DWD has high expectations that the Recovery Act NGJT program spends 80% of the 15% and 85% youth fund allocations by September 30, 2009; and spends the remaining funds by June 30, 2010. By quickly expending these funds, Missouri will have met the Administration's and Congress' intent for the use of these funds.

DWD expects great interest in this program. Since youth and employers are targeted to get the right job fit, it is critical that WIBs partner with each other regionally and across political jurisdictions, and develop solutions in collaboration with community colleges and other education providers, registered apprenticeship, employers, business and labor organizations, and civic groups to align workforce development services with strategies for regional development. Sector strategies that enable low-

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income and disconnected youth to acquire the knowledge and skills for success at work in key industries are an important service delivery innovation. Sector strategies for renewable energy, energy efficiency, broadband and telecommunications, healthcare, advanced manufacturing, and other high-demand industry sectors identified by local areas should be an integral part of comprehensive approaches to workforce development and regional growth.

A majority of focus and expenditures of the NGJT Program formula funds must be invested in reconnecting high school seniors and post-secondary students to realistic career goals that will prepare them for today's and tomorrow's dynamic economy and prepare them for in demand occupations awaiting them upon graduation. It must also be instilled in youth that lifelong learning will be required to be successful. Missouri students in high school and post-secondary education will receive valid labor market information, career guidance and true work experience to enable them to pursue jobs to meet the needs required for 21st Century career paths.

The following outlines the NGJT 15% and 85% activities:

1. Outreach
2. Recruitment
3. Eligibility for 15% & 85%/Targeted Population
4. Enrollment
5. Toolbox 2.0 (TB2.0)
6. Participant Orientation
7. Assessment
8. Worksite Development
9. Case Management
10. Performance – Work Readiness
11. Follow-up
12. Monitoring
13. Allocations/Contracting
14. Obligations/Expenditures
15. Reporting Guidelines
16. References

Upon receiving this Scope of Work and program allocations and prior to implementing the NGJT Program each Local WIB is required to submit to DWD the following information:

- Method of outreach for youth
- Targeted industries/employers (please be as specific as possible)
- Method of outreach for employers
- Planned number of youth to be served
- Program activities
- Detailed budget for 15% & 85% NGJT allocation
- Anticipated cost per participant

This information should be submitted to Traci Albertson at traci.albertson@ded.mo.gov no later than **April 15, 2009**.

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1. Outreach

WIBs will coordinate with local schools and other partners to outreach to youth and businesses to successfully implement the NGJT. They will establish local partnerships with secondary, vocational, community and university institutions, labor organizations and economic development entities. State agencies, such as the Department of Social Services and the Department of Elementary and Secondary Education can also refer eligible youth interested in the program. Other state agencies receiving Recovery Act funding will be encouraged to provide youth work experience opportunities in their agencies that help to carry out their responsibilities with the Recovery Act funds.

The WIBs must develop outreach events and activities directed to employers to encourage participation and to develop worksite opportunities. It should be emphasized that this program provides cost efficient labor and provides employers an opportunity to contribute to their community's economic future.

Activities for employers include:

- youth job fairs, employer mailings, employer roundtables, presentations provided to professional organizations (i.e. Business Associations, Chambers) and/or fraternal organizations (i.e. Lions Clubs & Rotary Clubs), and radio public service announcements;
- efforts directed to smaller employers (less than 50 employees) because they can normally offer students a greater degree of exposure to an array of work-related tasks and functions, as employees who work at smaller companies often "wear many hats"; and
- a comprehensive business outreach plan implemented with assistance from DWD (All business outreach staff at the state and local level will work together to coordinate marketing the NGJT to employers. This collaborative approach, both regionally and statewide, will ensure more voluminous and less duplicative outreach to business.) which will include distributing consistent marketing materials/brochures and mailers to employers (All businesses will be directed to register at the state website (www.summerjobs.mo.gov). The business registrant information will be automatically e-mailed to the primary business outreach staff in the respective regions).

Outreach opportunities directed toward youth include:

- high school and college career fairs, community youth organizations (Boys & Girls Clubs, Big Brothers/Big Sisters, etc.), newspaper advertisements, brochure and poster distribution, and classroom presentations;
- contacts with campus coordinators and placement staff at educational facilities;
- efforts to meet with local schools inquiring on outreach to parents whose children are at-risk and enrolled in special programs, classroom presentations to at-risk youth enrolled (Jobs for Missouri Graduates), or any other qualifying youth they can identify;
- service providers developing public service announcements, newspaper ads, appearances on radio and talk shows, and press releases for local newspapers focusing on youth employment issues;
- a web portal (www.summerjobs.mo.gov) available to both school counselors and students to register for the program directly (This will give youth the ability to register and be referred to a local youth contact prior to enrollment into the NGJT program); and,
- service providers being creative in their outreach techniques and utilizing methods "outside of the box" in attracting youth, such as banner ads on Facebook, and other social networking websites that youth access frequently.

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2. Recruitment

- **Youth** - Summer youth participants will be recruited by a network of service providers and educational institutions partnering with local WIBs. After an assessment, the youth will be placed in a job that either provides "world of work" experience, exposure to career opportunities, or to fields of study. The youth will spend a minimum of 240 hours and not more than 320 hours in the summer work experience receiving wages as provided through the NGJT. *When it is determined that the work experience requires more than 320 hours, justification must be documented in the participant's training plan.*

Recruitment focus for the 15% funds will be high school youth, ages 16 through 18, who have shown a career interest in an emerging industry; and post-secondary students, between the ages of 18 and 24, who want to acquire work experience in their chosen field of study with a high growth industry.

Recruitment focus for the 85% funds will be on the neediest youth including: disconnected youth, disadvantaged in-school youth, those most at-risk of dropping out, youth in and aging out of foster care, youth offenders and those at risk of court involvement, homeless, runaway youth, children of incarcerated parents, migrant youth, Native American youth, youth with disabilities and out-of-school youth.

Historically, disconnected youth have been defined as youth who are not in school and not in the workforce. DWD believes the definition of disconnected youth must be revisited because of the economic situation facing the United States. Youth can be "in school" and still be disconnected from the workforce. Many youth enrolled in secondary education and post-secondary education programs have not received the needed career guidance, especially with the future occupational effects this recession will most likely cause. Also, many students lack the financial resources and work experience needed to fulfill their career educational goal.

By focusing on the in-school population of disconnected youth, Missouri will be able to build a future economic foundation that will create jobs for those youth who are yet to be connected to the workforce, who are yet to be connected to education and for the most part, discouraged with both.

Youth participating in the NGJT should be placed in areas of occupational interest while also being placed with a worksite that can train the youth to be prepared for jobs in growth occupations, emerging industries, or community service related jobs. This can include "green jobs", utilities or alternative energy, renewable energy or energy efficiency, healthcare and life sciences. Additionally, DWD encourages WIBs to develop work experiences that expose youth to opportunities in "green" educational and career pathways.

- **Employers** - WIBs should seek employers that are committed to helping participants receive the experience and training that is required to meet the work readiness goals set for summer employment participants. WIBs are responsible for ensuring proper worksite supervision in cooperation with both worksite supervisors and DWD program monitors.

Employers should be flexible in working with youth that may have barriers to employment. WIBs should consider a combination of for-profit, nonprofit and /or public agency summer employment opportunities. This may also include project-based community service learning opportunities not

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conducted at an employer worksite. When utilizing service learning opportunities, worksite supervision, including participant to staff ratio, is critical.

Attention should be given to ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements. In addition, the work experience of the participants should not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for non-displacement requirements). Youth summer employment should be a work experience intended to increase work readiness skills of participants and not impact the profit margin of a for-profit company. DWD recommends adopting selection criteria to ensure that one employer is not favored at the expense of another employer.

In order to better tap into the older, out-of-school pipeline of youth, an increasing number of employers are encouraging workforce professionals to assist with developing and implementing "pre-apprenticeship" training programs. Pre-Apprenticeship programs are to be considered since they are an effective way of training youth for registered apprenticeship programs and can be a valuable component of NGJT Program.

Opportunities for skilled workers in the fields of solar, geothermal, wind power design, and the use of environmentally-friendly building materials will mean increased job opportunities for young people who have had exposure to work experiences that equip them with the appropriate "green" knowledge. WIBs should identify local environmental resources, businesses, and pre-apprenticeship programs promoting "green" jobs and products to provide youth summer work experiences that prepare them to compete in a "green" economy. WIBs can work with community colleges to ascertain how training opportunities and coursework are being infused with "green" components. Developing a jobs directory that details the community's "green" industries is another possible way youth can learn more about "green" career opportunities.

This program provides opportunity to assist small businesses as well. Since Missouri's small businesses account for 94% of the businesses in the state, participation in the NGJT is a win-win for the youth and small business. (Please note: small businesses are defined as less than 50 employees.)

Section 1604 of Division A of the Recovery Act states, "none of the funds appropriated or otherwise made available in this Act may be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool." Therefore, WIBs should not use Recovery Act funds to place youth in summer employment in any of these facilities.

3. Eligibility for 15% and 85%/Targeted Population

85% Formula Funds NGJT

To meet eligibility, participants must be youth, ages 14-24 (for the 85% NGJT), who meet WIA income eligibility guidelines and have a WIA defined barrier to employment. Up to 5% of youth participants who do not meet the minimum income criteria to be considered eligible, may participate in the program if such individuals have a barrier to employment defined in WIA Section 129 (c)(5). Other eligibility

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requirements (such as Selective Service Act, etc.) as established by Federal and State regulations must be followed for all youth determined eligible.

The targeted population of the 85% funds will be on the neediest youth including: disconnected youth, disadvantaged in-school youth, those most at-risk of dropping out, youth in and aging out of foster care, youth offenders and those at risk of court involvement, homeless, runaway youth, children of incarcerated parents, migrant youth, Native American youth, youth with disabilities and out-of-school youth.

A minimum of 30% of the NGJT funds must be expended to provide services to out-of-school youth. Older youth already enrolled in the adult program may be enrolled in the NGJT Program. For out-of-school youth transitioning to the workplace following work experience, the Work Opportunity Tax Credit (WOTC) should be promoted as an incentive for employers to hire disconnected youth. The Recovery Act expands the WOTC to disconnected youth ages 16-24 who are not regularly attending school, not readily employed, and lacking basic skills.

15% NGJT Demonstration Pilot

To meet eligibility, participants must be youth, ages 16-24 (for the 15% NGJT) who fall within 250% poverty income guideline and have a barrier to employment. Other eligibility requirements (such as Selective Service Act, etc.) as established by Federal and State regulations must be followed for all youth determined eligible.

The targeted population of the 15% NGJT will be high school youth, ages 16 through 18, who have shown a career interest in an emerging industry; and college students, between the ages of 18 and 24, who want to acquire work experience in their chosen field of study.

Veterans ages 18 to 24 have a particularly high incidence of unemployment immediately upon discharge. WIBs are required to incorporate priority of services for veterans and eligible spouses to meet the requirements of 20 CFR part 1010, published at Fed. Reg. 78132 on December 19, 2008, the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act. Under sec. 1010.310(b)(3) of these regulations, when the veterans priority is applied in conjunction with another statutory priority like the Recovery Act's priority for recipients of public assistance and low-income individuals, veterans and eligible spouses who are members of the Recovery Act priority group must receive the highest priority within that priority group, followed by nonveteran members of the Recovery Act priority group. This applies to both the 85% Formula Funds and the 15% Demonstration Pilot.

4. Enrollment

- Enrollment will be done either by paper intake process on-site when access to a computer is not possible or by using the TB2.0 intake and enrollment procedures. DWD Issuance 06-2007 (WIA Registration Details) will be waived for all WIA youth enrolled in the Summer Youth Program Recovery Act funded programs.
- WIA eligibility will be determined with the same WIA eligibility rules used for any youth enrollment.

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- If paper enrollment is done, TB2.0 data entry will occur within the same week as paper enrollment. Failure to enroll in TB2.0 will be seen as non-entry into the summer program. There will be no backdating allowed.
- Youth must be enrolled in the program before any service can be entered. **NO EXCEPTIONS.**
- A web portal (www.summerjobs.mo.gov) has been developed to speed up the NGJT enrollment process.
- A youth cannot begin a work activity until his/her information has been entered into TB2.0.

Those youth enrolling into the NGJT summer work experience activity between May 1, 2009 and September 30, 2009 and completing at least 240 hours and not more than 320 hours on or before September 30, 2009, will only be included in the work readiness indicator. *When it is determined that the work experience requires more than 320 hours, justification must be documented in the participant's training plan.* Other youth who are enrolled before May 1, or continue after September 30, 2009, will be considered as a year-round participant and must be transferred into other NGJT and/or WIA programs. These youth will be counted in the local region's common measures performance. Missouri has been granted a waiver that would allow the local WIBs to use the work readiness indicator as the only indicator of performance for youth ages 18 to 24 who participate in work experience only beyond the summer months, up to six months (October 1, 2009 - March 31, 2010). DWD Issuance 19-2008 contains guidance regarding this waiver. In order to allow for a more meaningful work experience, participating businesses should be offered the opportunity to expand their participation by leveraging a wage contribution. Through a 50% wage contribution a business can expand a participant's work experience activity up to a maximum of 640 hours. Youth enrolled in a work experience activity that goes past September 30 would be considered a year round participant and may be subject to Common Measures performance (pending waiver approval).

It should be remembered that the intent of both programs is to ensure that the summer work experience opportunities are of high quality. DWD strongly encourages the WIB's and their subcontractors to use fair and equitable worksite placement decisions to ensure proportionate placements from both programs in emerging industries. .

5. Toolbox 2.0

A customized youth desk aid for the Recovery Act funds will be available showing the 15% and 85% formula Recovery NGJT TB2.0 procedures. The desk aid will be posted on WorkSmart. Local regions may include educational components in the summer program for those who will be enrolled in the year round formula recovery youth category. Those youth enrolled in the Recovery Act formula category will be included in the common measures.

Toolbox 2.0 Screens

- Initial Interview
- Seeker Info
- Assessment
- Eligibility
- Employment Plan
- Enrollment
- Program Closure

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The appropriate outcomes for each service: Completed, Did not complete, Service in Error

Allowable services for the NGJT participants (Use of any other countable services will not be recognized):

- (a) 503R Summer Youth Employment Opportunities
- (b) 507R Supportive Services
- (c) 509R Youth Follow-Up (as determined by the WIB)
- (d) 511R Youth Assessment
- (e) 512R Youth ISS/Employment Plan

O*NET code for the participant's work experience must be entered in TB2.0 in the Employment Plan.

6. Participant Orientation

An initial orientation to the NGJT and work readiness component expectations must be explained along with other available services at the time of enrollment before the youth's summer work experience begins. The items to be included in orientation are:

- information on all available services;
- expectations of workplace behavior (maintaining punctuality and regular attendance);
- understanding confidentiality, appropriate behavior and sensitivity to other worksite staff (diversity, sexual harassment), drug and alcohol abuse policies, health and safety issues, worksite completion of forms, and contact person and phone number for their individual case worker;
- the WIA Complaint and Grievance Guide (sign a copy, and be given a copy for their own records);
- a Release of Information form to be signed; and
- time sheet and training plan templates, as provided by DWD.

7. Assessment

During the assessment process, an Individual Service Strategy (ISS) will be developed that includes the identification of an age-appropriate career goal, taking into consideration the youth's assessment results and preparation for possible educational opportunities for in-school and out-of-school youth. The ISS provides linkages between academic and occupational learning, provides preparation for employment, and provides effective connections to intermediary organizations that provide strong links to the job market and employers.

Although some level of assessment and development of an ISS is required, a full objective assessment and comprehensive ISS as specified in the WIA regulations is not required for youth served only during the summer months. WIBs will not be required to assess basic skills level for 15% or 85% youth participating in summer employment as part of the objective assessment, since the basic skills portion of the skill attainment rate and the literacy/numeracy gains measure will not be used for summer youth participants. However, if you are using the basic skills as the barrier to employment, you must assess for the basic skills level.

If older youth or out-of-school youth do not have a high school diploma or GED, they will be referred to AEL or to other education pathways and encouraged to work toward completion of their GED during the

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summer or encouraged to enroll at the end of their summer work experience. At this time they may be enrolled into a year round youth program to assist them with their reconnection to academic opportunities through multiple education pathways.

Local service providers have the flexibility to determine what, if any, academic needs should be addressed for these summer only participants. WIBs also have the flexibility to determine which of the 10 program elements they provide with the 15% & 85% funds, along with any follow-up services they determine appropriate, and provide the type of assessment appropriate for each youth. After an assessment, the youth will be placed in a job that either provides "world of work" experience, exposure to career opportunities, or fields of study that correspond to his/her area of interest.

8. Worksite Development

Service providers must have the capacity to develop meaningful, safe and well-supervised worksites for the placement of youth. Worksites may be with a for-profit, nonprofit and/or a public agency. Worksite agreements shall be required for each worksite developed, along with a supervisor orientation. Monitoring and follow-up are required after a participant is placed to ensure the supervisor as well as the youth is supported in their work experience.

Summer employment activities should be designed to encourage participants to take responsibility for their learning, to understand and manage their career options, and to develop social skills and a maturity level that will help them interact positively with others. This is especially true for at-risk students, as summer employment may be one of the few opportunities they have to learn how to enter the world of work. These efforts should rely on developmentally or age-appropriate strategies: what is appropriate for a 24 year-old may not be appropriate for a younger youth. Consequently, the services provided to these youth participants and the work readiness goals set for these individuals should be age appropriate.

Work experience is the core component of the NGJT. All WIBs should ensure that participating worksites introduce and reinforce the rigors, demands, rewards, and sanctions associated with holding a job. WIBs should make an effort to match worksites with participants' interests and goals.

- **Workplace Guidelines** DWD encourages WIBs to develop policies to ensure local areas adhere to current workplace safety guidelines and applicable federal/state wage laws if they don't already have them in place. For information and resources on safety and child labor laws, consult <http://www.youthrules.dol.gov/about.htm> and <http://www.osha.gov/teens>. Provisions for wages under the amendments to the Fair Labor Standards Act (FLSA) apply to all youth participants employed under WIA. Current state law specifies a minimum wage of \$7.05 per hour effective July 24, 2008, and \$7.25 per hour effective July 24, 2009. WIBs are encouraged to pay the July 24, 2009 minimum wage at the beginning of the participant's work experience.
- **Child Labor Laws** The Missouri Division of Labor Standards' Wage and Hour Section provides Missouri employers, parents, school officials and youth information and training about workplace safety and health program management, child labor laws and youth and employer rights and responsibilities. Missouri child labor laws apply only to fourteen and fifteen year olds and differ from federal child labor laws with regard to how many hours children under sixteen years of age may work. Youth who are 14 to 15 years of age are permitted to work in a number of different types of businesses, with the majority working in some form of retail or food service industry. The

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employment of youth sixteen and over does not fall within the jurisdiction of Missouri law, but rather federal law. Certain occupations are prohibited and generally involve dangerous equipment (cookers, slicers), dangerous materials (such as toxic chemicals), or dangerous duties (driving, roofing). In addition there are specific restrictions regarding youth employment opportunities in hotels and businesses that sell alcoholic beverages. For additional information, see <http://www.dolir.missouri.gov/ls/childlabor/>.

- DWD has developed a child labor law/worksites safety training tool. All staff associated with the NGJT must pass the accompanying test. Details can be found on WorkSmart under the Recovery Act section.

The federal youth employment provisions, also known as the child labor laws, are authorized by the Fair Labor Standards Act (FLSA) of 1938. These laws were enacted to ensure that when youth are employed, the work is safe and does not jeopardize their health, well-being or educational opportunities. By knowing, understanding and complying with provisions of FLSA (also known as the "Wage-Hour Law"), employer, parents and teachers can help working youth enjoy those safe, positive, early work experiences that are so important to their development. ***See Child Labor Bulletins No. 101 and 102 as a guide to minors employed in nonagricultural and agricultural occupations, respectively.*** Other federal and state laws may have higher standards and when those standards apply, the more stringent standards preempt all others. Missouri has specific youth employment provisions, compulsory school attendance laws and has established minimum age and conditions under which youths may operate motor vehicles. A covered minor employee is entitled to receive the same minimum wage, overtime, safety and health, and non-discrimination protections as adult workers. For additional information, go to http://www.dol.gov/esa/whd/regs/compliance/childlabot101_text.htm

- **Worksite Agreement** The Worksite Agreement is a binding agreement of accountability among the service provider, worksite, and DWD. The purpose of this form is to ensure that the worksite sponsor agrees to provide the appropriate level of supervision for each placed youth, comply with Child Labor Laws, and confirm an established relationship between the worksite employer and the service provider.

The Worksite Agreement has five sections. Each must be completed in its entirety. They include:

1. Employer Contact Information
 2. FEIN
 3. Position Information: title, # of positions and supervisor name
 4. General Assurances (must be initialed by appropriate worksite/employer representative)
 5. Signatures of Contractor, Worksite/Employer authorized signatory
- **Supervisor Orientation**
A supervisor orientation that provides a program overview, supervisor expectations, development of work plans for the youth, and time card and payroll distribution shall be provided prior to a youth's placement on a worksite. A supervisor orientation must be completed for each supervisor at the worksite. Copies will be maintained at the worksite and in the youth's file.
 - **Training Plan**
The training plan will be developed with the employer, counselor and youth participant together, so all parties are in agreement about what is expected during work. Goals will be established for the participant to strive for and complete, and will be listed on the training plan. The regions are

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encouraged to utilize the training plan template DWD has provided however should they decide to create their own form all elements within the DWD form must be included.

- Time sheet

The regions are encouraged to utilize the time sheet template DWD has provided however should they decide to create their own form all elements within the DWD form must be included.

9. Case Management

Case Managers will assess the needs of youth for particular services to meet employment goals and assist youth in achieving those goals. Case managers must maintain ethical standards at all times, adhere to confidentiality policies, remain sensitive to ethnicity and diversity, build trust when working with youth and incorporate youth development practices in various aspects of case management. They will pick up time sheets, check for accuracy and approve for payment.

Reasons that constitute dismissal will be established in the orientation, training plan and with the employer in cooperation with the program operator. If concerns arise at the worksite, the counselor and employer will discuss the problem and then speak with the participant to determine the issue and find resolutions. If a participant is dismissed from a worksite, it may be appropriate for that participant to be considered for another worksite.

Case managers must have a face-to-face meeting with each participant and employer at a minimum of every two weeks to determine:

- how work is going;
- if goals are being met;
- if participant is having any problems; and,
- with the employer, how participant is doing on the job.

Record keeping and case notes are an essential component to case management. All pertinent information and contact information for the youth should be up-to-date in Toolbox 2.0. Case notes should be entered immediately after speaking with youth or conducting any activities with youth. This is important because these records are used in planning, implementing, and evaluating services. In addition, the case record is a focal point for accountability to funding, and the youth-services profession in general. Services must be checked by the case manager when a case note is added to ensure the record is kept active.

Case notes should specify:

- the purpose of the meeting achieved;
- participant objectives;
- impressions & assessments of the participant;
- plans for future steps toward success;
- context of the work expected and how it relates to the youth's future; and,
- if domestic violence is an issue in the home of the youth, case notes should be written without revealing personal information about the youth participant.

10. Performance – Work Readiness

The work readiness indicator will be the only indicator to assess the effectiveness of the NGJT summer employment program. The work readiness skills are achieved after successful completion of the summer

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work experience, where the youth are exposed to day-to-day job requirements, team building, problem solving, accountability and responsibility. Summer employment may include any set of allowable WIA Youth services that occur May 1 through September 30, 2009 as long as it includes a work experience component. The basic and occupational skills portions of the skill attainment rate and the literacy/numeracy gains measure will not be required for youth that participate in summer employment only.

When setting work readiness goals, local areas should follow the definition for a work readiness skill goal as specified in Training and Employment Guidance Letter (TEGL) No. 17-05, Attachment B Definition of Key Terms:

Work Readiness Skills Goal - A measurable increase in work readiness skills including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

The key part of the definition is the need for local areas to determine whether a measureable increase in work readiness skills has occurred. Local areas should establish a methodology for determining work readiness skills upon beginning and completing the summer experience in order to determine whether a measurable increase has occurred. This method should be consistent when pre and post testing. Although local areas are not required to use a specific assessment instrument to determine pre- and post-work readiness skills, local areas should choose from a variety of assessment tools including worksite supervisor evaluations, work readiness skill checklists administered by program staff, portfolio assessments, and any other relevant forms of assessing work readiness skills.

Work readiness skills gains must be documented by the case manager. Depending on the method of assessment chosen, work readiness skills gains could be documented with test records, statements from supervisors or detailed case notes.

Local WIBs will be required to track (in TB2.0) the number of participants enrolled in summer employment and the completion rate (240-320 hours worked) of those in summer employment. The state will report to USDOL the (# of youth who complete their summer employment work experience/ # of youth who participate in summer employment) x 100%.

Any youth served through this 15% or 85% NGJT will be included in a separate Youth Recovery Act report (guidance forthcoming).

11. Follow-up

Post-exit services including continued case management; employment retention services; training; counseling; and supportive services, are allowable under WIA and NGJT. Supportive services may include linkages to community services; assistance with transportation; assistance with child care and

NEXT GENERATION JOBS TEAM
American Recovery and Reinvestment Act
15% and 85% YOUTH SCOPE OF WORK

dependent care; assistance with housing; referrals to medical services; and assistance with appropriate work attire and work-related tools.

Follow-up services are one of the 10 required youth program elements as indicated in 20 CFR 664.410(a)(9) and a minimum of 12 months of follow-up services are generally provided to participants. Given that summer employment programs usually run for six to eight weeks, local areas have the flexibility to determine if the 12 month follow-up will be required for youth served with Recovery Act funds during the summer months only (May 1 – September 30, 2009). Local areas should provide follow-up services when deemed appropriate for such individuals.

12. Monitoring

The training plan will be developed with the employer, counselor and youth participant together, so all parties are in agreement about what is expected during work. Goals will be established for the participant to strive for and complete, and will be listed in the training plan. Enrollment must occur prior to participant beginning work. The training plan, timesheet and worksite agreement form templates have been created by DWD and the regions are encouraged to be used for all NJGT participants for statewide consistency. Should a region choose to create and use their own forms all elements within the DWD forms must be used. Their use will be explained in orientation given by program operators.

WIBs will monitor worksites based on the final scope and in addition to eligibility, time sheets and training plans, will consider these:

- Assessment needs; area of interest and/or study
- Compliance with federal/state wage laws
- Supportive service payments, if applicable

13. Allocations/Contracting

- Local WIBs are the grant recipients for local Recovery Act youth funds, unless another fiscal agent is designated. The grant recipient/fiscal agent has the option of administering summer youth employment opportunities themselves or awarding a grant or contract on a competitive basis to another agency.
- The estimated investment per participant is at \$5,400. This figure was based on the average wage of \$8.50 per hour and adding in required fringe, FICA and operational costs. Program hours will be limited to a range of 240-320 hours of paid work experience per individual. *When it is determined that the work experience requires more than 320 hours, justification must be documented in the participant's training plan.*

14. Obligations/Expenditures

President Obama, Congress, Secretary of Labor Solis and Governor Nixon have high expectations that the Recovery Act NGJT program spends at least 80% of the 15% & 85% youth fund allocations by September 30, 2009 and the remaining funds must be spent by June 30, 2010. By quickly expending these funds, Missouri will have met the Administration's and Congress' intent for the use of these funds.

NEXT GENERATION JOBS TEAM
American Recovery and Reinvestment Act
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Local WIBs who have been working on the implementation of their local summer program can charge to the Recovery Act funding, effective with the passage on February 17, 2009.

Local WIBs are encouraged to begin the eligibility determination process for summer employment immediately. The funds shall remain available to regions for the same period of time as standard PY 2008 Youth formula funds, or until June 30, 2010.

To ensure expenditure requirements are met by September 30 the WIB's should monitor placements to gauge progress towards expenditure goals for both programs.

15. Reporting Guidelines

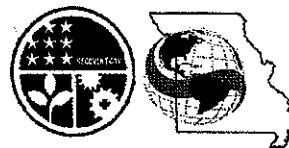
Reporting guidelines will be conveyed in an upcoming Recovery Act Performance and Reporting Training Employment Guidance Letter.

16. References

- TEN 30-08 <http://wdr.doleta.gov/directives>
- TEGL 14-08 <http://wdr.doleta.gov/directives>
- Forms to support the NGJT program can be found on WorkSmart: Recovery Act Info-Recovery Act-Summer Youth Employment

Youth Objective Assessment

These are the assessments I will use to develop my Individual Service Strategy Goals:



In-School Youth _____ Out-of-School Youth _____

1. BASIC SKILLS – Optional for summer work experience participants

In-School Youth *Attending secondary (middle or high) school (use individual school testing) OR*
High school graduate (or attained a GED) attending post secondary education and not basic skills deficient (use TABE testing) OR
Attending an alternative school (use individual school testing)

Out-of-School Youth

An eligible youth who is a school dropout (use TABE testing) OR
A high school graduate (or attained a GED) attending post secondary education, but is basic skill deficient, unemployed or underemployed (use TABE testing)

Test Scores:

Individual School Testing:

_____ School Letter stating school testing grade level for Reading: _____ Language: _____ Math: _____
IF letter is not available then,
_____ Case note stating school testing grade level for Reading: _____ Language: _____ Math: _____
School official name _____ Title _____

TABE Testing:

_____ TABE Pre Testing: Type _____ Reading: _____ Language: _____ Math: _____ Pre Test Date: _____
_____ Basic Skills Deficient? Yes _____ No _____
IF Basic Skills Deficient (Required 12 months after receiving the first youth service for up to three years.)
Post Test1: Date _____ Reading: _____ Language: _____ Math: _____
Post Test2: Date _____ Reading: _____ Language: _____ Math: _____
Post Test3: Date _____ Reading: _____ Language: _____ Math: _____

2. OCCUPATIONS SKILLS (ONE REQUIRED)

_____ Staff Interview: Documented in Toolbox 2.0 case notes and Missouri Career Source
_____ Testing: Type (i.e. WIN, WorkKeys, Choices) _____ Date Assessed _____
Results: _____

3. PRIOR WORK EXPERIENCE

_____ Missouri Career Source

4. EMPLOYABILITY

_____ Staff Interview: Documented in Toolbox 2.0 case notes
Positive Work History Yes _____ No _____ Maintained Stable Employment for 3 months of more Yes _____ No _____

5. OCCUPATIONAL INTERESTS (ONE REQUIRED)

_____ Staff Interview: Documented in Toolbox 2.0 case notes
_____ Testing: Type (i.e. Caps/Cops/Copes; Choices; O'Net) _____ Date Assessed _____
Results: _____

6. OCCUPATIONAL APTITUDES (ONE REQUIRED)

_____ Staff Interview: Documented in Toolbox 2.0 case notes
_____ Testing: Type (i.e. Caps/Cops/Copes; Choices; O'Net) _____ Date Assessed _____
Results: _____

7. SUPPORTIVE SERVICE NEEDS

_____ Supportive Needs Assessment: Needs Identified Yes _____ No _____
Results: _____

8. DEVELOPMENTAL NEEDS (ONE REQUIRED)

_____ Staff Interview and/or observation: Documented in Toolbox 2.0 case notes
_____ School Records: (i.e. School IEP) _____
_____ Other: Identify _____
If needs are identified, please indicate what they are and what supports will be needed as part of the Individual Service Strategy on the Individual Employment Plan.

Customer Signature

Date

Staff Signature

Date

Parent/Guardian

Date

**NEXT GENERATION JOBS TEAM
WORKSITE AGREEMENT
General Assurances**



This Agreement is made between (1) _____ hereafter called **AGENCY**, and (2) _____ hereafter called **EMPLOYER**. These parties agree that the **EMPLOYER** shall provide meaningful work experience and supervision to trainee(s) in accordance with the General Assurances and the Training Plan which are part of this contract.

EMPLOYER INFORMATION	Company Name:			
	Federal Employer I.D. Number (FEIN)			
	Address			
	City, State, Zip Code			
	Telephone Number			
	Contact Person			
	Collective Bargaining Agent (If Applicable)			
	Location of Training Facility			
	TRAINING OCCUPATIONS	NUMBER OF TRAINEES	SUPERVISOR NAME	
WORK EXPERIENCE INFORMATION				
Signature of Employer/Authorized Representative		Type/Print Name	Title	Date
Authorized Agency Signature		Type/Print Name	Title	Date

NEXT GENERATION JOBS TEAM WORKSITE AGREEMENT General Assurances



GENERAL ASSURANCES

- The EMPLOYER agrees to provide constructive and meaningful work experience and training activities for the youth participant as follows and ensure that:
 - Each worksite supervisor shall be provided a Supervisor Orientation for the program
 - The participant duties and activities are described in the training plan
 - The EMPLOYER shall provide the participant with a formal orientation to the requirements of the job, work rules, expectations, hours of work, and any other special requirements of the EMPLOYER.
 - The worksite will provide a sufficient quantity of work/training to fully occupy participant;
 - The worksite will provide all necessary materials, supplies and equipment for the purpose of completing assigned tasks;
 - The worksite shall ensure consistent supervision of participants and of tasks performed;
 - The worksite supervisor shall maintain close liaison with program staff regarding:
 - Participant performance and behavior
 - Immediate notification of irregular or lack of attendance
 - Immediate notification of injury on the job
 - The EMPLOYER shall be responsible for reporting to the AGENCY immediately regarding termination of participants.
 - The EMPLOYER agrees to provide the instruction, supervision of employees, equipment tools, etc. that are necessary for the participant to conduct their job duties.
 - The EMPLOYER will agree to absorb the financial liability for any costs that may result from participant damage.
 - Ensure that accurate time and attendance records are completed on a daily basis and that the hours recorded will only reflect the hours the participant worked;
- **MONITORING:** The employer understands that the agency, Division of Workforce development, U.S. Department of Labor, or other such related agencies may monitor this worksite to ensure compliance with rules and regulations.
- **EMPLOYEE DISPLACEMENT/REPLACEMENT:** No participants shall displace (including a partial displacement, such as a reduction in the hours of non-over-time work, wages, or employment benefits) any currently employed employee (as of date of participation). A participant in a program or activity may not be employed in or assigned to a job if:
 - (1) Any other individual is on layoff from the same or any substantially equivalent job;
 - (2) The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the participant; or
 - (3) The job is created in a promotional line that infringes in any way on the promotional opportunities of current employed workers.
 (d) Regular employees and program participants alleging displacement may file a complaint under the applicable grievance procedures found at § 667.600. (WIA sec. 181.)
- **WORKERS COMPENSATION:** The AGENCY is responsible for job related injuries to the participant and will provide insurance through Workers Compensation or other adequate medical and accident insurance. The EMPLOYER/ worksite supervisor MUST contact the program staff immediately upon a workplace injury of a participant and complete the necessary forms.
- **HEALTH AND SAFETY:** No trainee will be permitted to work or train in buildings or surroundings under working conditions that are unsanitary, hazardous, or dangerous to the trainee's health or safety. Participants employed or trained in inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices.
- The EMPLOYER agrees to maintain sanitary facilities, safe working conditions, within a drug-free workplace and compliance with the OSHA and Child Labor Laws and age laws of the Fair Labor Standards Act (FLSA) provided to the training site by the program staff.
- **INAPPROPRIATE ACTIVITIES:** Will not place youth in unapproved activities. If youth are assigned to unapproved activities, participant(s) will be immediately removed from training site. Training site assumes full responsibility and liability for those youth engaged in unapproved activities.
- No participant will be allowed to perform work activities at or for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
- **SECTARIAN ACTIVITIES:** Under 29 CFR 37.6(f), the employment or training of participants in sectarian activities is prohibited, except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants.
- **Employment or training of participants in sectarian activities is prohibited.** This limitation is more fully described at 29 CFR 37.6(f)(1). (2) Under 29 CFR 37.6(f)(1), participants must not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship.
- **NEPOTISM:** No participant may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.
- **UNION COMPLIANCE:** The EMPLOYER/AGENCY will ensure this work experience will not impair existing contracts for services or collective bargaining agreements. When a program or activity authorized under title I of WIA would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the program or activity begins. (29 CFR 667.270(b))
- **DISCLOSURE OF CONFIDENTIAL INFORMATION:** The EMPLOYER agrees to maintain the confidentiality of any information regarding applicants and trainees, or their families, which may be obtained through application forms, interviews, tests, reports from public agencies, counselors or any other source.
- **EQUAL OPPORTUNITY:** The EMPLOYER agrees not to discriminate against any participant because of age, race, creed, color, religion, political belief or affiliation, sex, national origin, ancestry or disability. The EMPLOYER further agrees that it will take affirmative action to ensure that applicants are employed, and that employees are treated without discrimination during employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or terminations; rates of pay or other forms of compensation and selection for training, including apprenticeship. (WIA Section 188)
- **AMERICAN WITH DISABILITIES ACT:** The EMPLOYER shall comply with the Americans with Disabilities Act of 1991, Public Law 101-336, or as amended and associated code of federal regulations published in the Federal Register as applicable to the EMPLOYER directly or indirectly as recipients of contracted funds from the State of Missouri.
- The EMPLOYER will perform its duties in accordance with the Workforce Investment Act and the American Recovery and Reinvestment Act (ARRA) and the regulations, procedures and standards promulgated there under, as well as any subsequent legislation, regulations, procedures and standards enacted in substitution or in addition thereto.
- **RELATIONSHIP OF PARTIES:** The EMPLOYER does not become the agent of the AGENCY for any purpose pursuant to this contract and will make no representation of any such agency. In agreeing to employ and provide training for trainee, the EMPLOYER understands that this does not make the trainee an employee or agent of the AGENCY.
- **TERMINATION OF AGREEMENT:** The performance of work under this agreement may be terminated by the AGENCY when, for any reason, it is determined that such termination is in the best interest of the program. Termination may also occur when it has been determined that the EMPLOYER has failed to provide any of the training specified or failed to comply with any of the other provisions contained in the agreement.
- **AVAILABILITY OF FUNDS:** This contract is predicated on the continuing availability of funding from the Division of Workforce Development.

**NEXT GENERATION JOBS TEAM
WORKSITE AGREEMENT
Worksite Supervisor Orientation**



- ☐ The purpose of the Next Generation Jobs Team Program
- ☐ Worksite Agreement and General Assurances
- ☐ Participant Training Plan
- ☐ Child labor law information
- ☐ Participant orientation (expectations, dress code, etc.)
- ☐ Supervision of participants
- ☐ Workplace safety
- ☐ Payroll procedures
- ☐ Daily recording of work hours
- ☐ Timesheet completion
- ☐ Payroll information (timesheet procedures, checks, etc.)
- ☐ Workers Compensation – reporting participant work injuries
- ☐ Participant Attendance
- ☐ Reporting tardiness and absences
- ☐ Participant performance
- ☐ Reporting performance issues
- ☐ Termination (when necessary)
- ☐ Confidentiality
- ☐ Complaint & Grievance Procedures
- ☐ Program monitoring

Program Staff Contact: _____ Phone # _____

By signing this I am attesting that program staff has reviewed the above information with me and I understand my roles and responsibilities as a worksite Supervisor.

Worksite Supervisor _____ Date _____

**NEXT GENERATION JOBS TEAM
WORKSITE AGREEMENT
Training Plan**



Participant Name: _____

Participant contact information: _____

Guardian: _____

Phone Number: _____

Employer: _____

Training Facility Address: _____

Phone Number: _____

Occupation _____

Start Date _____

Tentative end Date: _____

Work Schedule: _____

Total hours per week: _____

Supervisor(s) _____

Supervisor Contact Information _____

Wage Rate: _____

Duties assigned

Skills to be learned:

Participant Signature

Signature of Employer or Authorized Representative

NEXT GENERATION JOBS TEAM WORKSITE AGREEMENT Timesheet



(Please type or print in ink)

Employer	
Employer Address	Participant
	Social Security Number
Pay Period (Month, Day, Year) From: _____ To: _____	

Indicates Number of Hours Worked for Each Calendar Day

Week 1

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out
Total Hours		Total Hours		Total Hours		Total Hours		Total Hours		Total Hours		Total Hours	

Week 2

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out
Total Hours		Total Hours		Total Hours		Total Hours		Total Hours		Total Hours		Total Hours	
Total hours		Week 1		Week 2		Total Hours Worked							

I certify that the hours recorded on this timesheet are accurate.

<div style="border-top: 1px solid black; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Worksite Supervisor's Signature Title Date </div> </div>
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I certify that I have reviewed this report and verify that I have worked the hours reported above.

<div style="border-top: 1px solid black; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Participant Signature Date </div> </div>

Agency Certification: The rate of pay and number of hours worked have been reviewed. Payment is approved subject to verification.

<div style="border-top: 1px solid black; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> WIB/Sub-contractor Service Representative Signature Office Name & ID Number Date </div> </div>	<div style="border-top: 1px solid black; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Check Number Issue Date </div> </div>
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